

**MINUTES OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY
OF CINCINNATI AND HAMILTON COUNTY**

Date: June 9, 2015

Meeting: Regular

Place: Meeting Room - Groesbeck Branch Library - 2994 W. Galbraith Road

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Mr. Hendon, Mrs. LaMacchia, Mr. Moran,
Mr. Sittenfeld, Mrs. Trauth, Mr. Wright

Trustees Absent: Mr. Zaring

Present: Kimber L. Fender, Greg Edwards, Andrea
Kaufman and Molly DeFosse

PUBLIC COMMENTS

None.

CONSENT AGENDA ITEMS

Mr. Sittenfeld presented the following items for approval:

- Minutes of the Regular Meeting held April 14, 2015.
- Minutes of the Special Meeting held April 28, 2015.
- Investment Report (summary of invested balances) as of April, 2015 and May, 2015.

Investment Report

| | Amount 4/30/2015 | Amount 5/31/2015 |
|---|--------------------------------------|--------------------------------------|
| <u>Fifth Third Investment</u> | | |
| General Fund | \$500,000.00 | \$500,000.00 |
| <u>Operating Account</u> | | |
| General Fund | \$14,879,867.40 | \$14,305,304.53 |
| Insurance/Indemnification | 230,000.00 | 230,000.00 |
| Special Revenue Funds | 244,620.15 | 257,418.49 |
| Building and Repair | 4,211,757.11 | 3,989,531.77 |
| Permanent Trust Funds | 1,544,588.72 | 1,552,248.84 |
| | <u>\$21,110,833.38</u> | <u>\$20,334,503.63</u> |
| STAR Ohio | | |
| Building and Repair | 1,047,198.44 | 1,047,249.84 |
| Managed Investments (Trust Funds): | | |
| Permanent Trust Funds | <u>\$6,738,231.00</u> | <u>\$6,738,231.00</u> |
| GRAND TOTAL | <u><u>\$29,396,262.82</u></u> | <u><u>\$28,619,984.47</u></u> |

- Monthly Financial Reports – for the periods ending April, 2015 and May, 2015.
- Personnel Change Report reflects changes through May 23, 2015.

| Action | Agency | Position Title | Employee Name | Effective Date |
|-------------|-------------------------------|---------------------------------|----------------------|----------------|
| APPOINTMENT | CHILDREN'S LEARNING CENTER | STUDENT SHELVER | BALLEW, INDIA M | 03/29/2015 |
| APPOINTMENT | CLIFTON BRANCH | LIBRARY SERVICES ASSISTANT | WERTZ, JENNIFER L | 03/29/2015 |
| APPOINTMENT | MADEIRA BRANCH | LIBRARY SERVICES ASSISTANT | ARTHUR, LILLIAN G | 04/12/2015 |
| APPOINTMENT | HVAC SERVICES | HVAC MECHANIC | BELLAMY, BRADLEY D | 04/12/2015 |
| APPOINTMENT | WYOMING BRANCH | LIBRARY SERVICES ASSISTANT | BOLDT, ROBERTA L | 04/12/2015 |
| APPOINTMENT | CLIFTON BRANCH | LIBRARY SERVICES ASSISTANT | BREEZE, PAULA K | 04/12/2015 |
| APPOINTMENT | NORTH CENTRAL BRANCH | LIBRARY SERVICES ASSISTANT | BROWN, VANESSA | 04/12/2015 |
| APPOINTMENT | READING BRANCH | LIBRARY SERVICES ASSISTANT | CAPELL, D'ANDRE | 04/12/2015 |
| APPOINTMENT | HARRISON BRANCH | LIBRARY SERVICES ASSISTANT | GROSARDT, MARSHALL L | 04/12/2015 |
| APPOINTMENT | TECHCENTER / MAKERSPACE | SENIOR LIBRARY SERVICES ASST | MCAFEE JR, WILLIAM A | 04/12/2015 |
| APPOINTMENT | MARIEMONT BRANCH | LIBRARY SERVICES ASSISTANT | SCOTT, AMANDA R | 04/12/2015 |

| | | | | |
|-------------|-------------------------------------|---------------------------------|--------------------------------|------------|
| APPOINTMENT | FACILITY OPERATIONS | ELECTRICIAN | VOGEL, TIMOTHY R | 04/12/2015 |
| APPOINTMENT | HUMAN RESOURCES | HUMAN RESOURCES REP | LENHOF, GARY J | 04/12/2015 |
| APPOINTMENT | MADEIRA BRANCH | STUDENT SHELVES | BELL, ASHLEY L | 04/26/2015 |
| APPOINTMENT | CLIFTON BRANCH | LIBRARY SERVICES ASSISTANT | BRYANT-GAFFNEY, PRISCILLA M | 04/26/2015 |
| APPOINTMENT | SORTING & MATERIALS RETRIEVAL | PAGE | CASTER, BETH A | 04/26/2015 |
| APPOINTMENT | DEER PARK BRANCH | LIBRARY SERVICES ASSISTANT | FEREGRINO BASURTO, LEONOR P | 04/26/2015 |
| APPOINTMENT | SORTING & MATERIALS RETRIEVAL | PAGE | KELLY, MARGARET K | 04/26/2015 |
| APPOINTMENT | OUTREACH SERVICES | SHELVES | PEAK, JUSTIN D | 04/26/2015 |
| APPOINTMENT | GROESBECK BRANCH | STUDENT SHELVES | POULIN, AIMEE | 04/26/2015 |
| APPOINTMENT | TECHCENTER / MAKERSPACE | SENIOR LIBRARY SERVICES ASST | SCHAEFER, PHILLIP W | 04/26/2015 |
| APPOINTMENT | SYMMES TOWNSHIP BRANCH | LIBRARY SERVICES ASSISTANT | WALLS, LOGAN G | 04/26/2015 |
| APPOINTMENT | DELHI TOWNSHIP BRANCH | STUDENT SHELVES | ZIMMER, MCKENZIE R | 04/26/2015 |
| APPOINTMENT | INFORMATION & REFERENCE DEPT | SHELVES | BOYNE, ANNA M | 05/10/2015 |
| APPOINTMENT | INFORMATION & REFERENCE DEPT | SENIOR LIBRARY SERVICES ASST | COHEN, NANCY R | 05/10/2015 |
| APPOINTMENT | INFORMATION & REFERENCE DEPT | SHELVES | FREDE, MATTHEW D | 05/10/2015 |
| APPOINTMENT | CIRCULATION SERVICES | LIBRARY SERVICES ASSISTANT | MCDANIEL, MCKENZIE T | 05/10/2015 |
| APPOINTMENT | CUSTODIAL SERVICES | CUSTODIAN | MCNEILL, JOCELYN | 05/10/2015 |
| APPOINTMENT | ST BERNARD BRANCH | LIBRARY SERVICES ASSISTANT | SEGUIN, ABIGAIL L | 05/10/2015 |
| APPOINTMENT | INFORMATION & REFERENCE DEPT | SHELVES | SPENLEN, STEPHEN M | 05/10/2015 |
| APPOINTMENT | OUTREACH SERVICES | SHELVES | SULLIVAN, MARY A | 05/10/2015 |
| CHANGE | ST BERNARD BRANCH | LIBRARY SERVICES ASSISTANT | SEMPSTOTT, NATHANIEL A | 03/29/2015 |
| CHANGE | ANDERSON BRANCH | LIBRARY SERVICES ASSISTANT | CENGEL, ABIGAIL | 04/12/2015 |
| CHANGE | WEST END BRANCH | SENIOR LIBRARY SERVICES ASST | ENGLISH, MICHAEL S | 04/12/2015 |
| CHANGE | VIRTUAL INFORMATION CENTER | LIBRARY SERVICES ASSISTANT | AUSTIN, JEFFREY | 04/26/2015 |
| CHANGE | SHARONVILLE BRANCH | LIBRARY SERVICES ASSISTANT | SOCWELL, JORDAN P | 04/26/2015 |
| CHANGE | INFORMATION & | SENIOR LIBRARY | TEMPLE, ALEX R | 04/26/2015 |

| | REFERENCE DEPT | SERVICES ASST | | |
|-----------|---------------------------------|---------------------------------|-----------------------|------------|
| CHANGE | SHARONVILLE BRANCH | LIBRARY SERVICES ASSISTANT | LORTIE, JOHN | 05/10/2015 |
| CHANGE | NORTH CENTRAL BRANCH | LIBRARY SERVICES ASSISTANT | CEDDIA, ELIZABETH S | 05/10/2015 |
| CHANGE | PRICE HILL BRANCH | SENIOR LIBRARY SERVICES ASST | CHRISTY, ROLAND D | 05/10/2015 |
| CHANGE | INFORMATION & REFERENCE DEPT | SENIOR LIBRARY SERVICES ASST | SMITH, WHITNEY P | 05/10/2015 |
| CHANGE | ST BERNARD BRANCH | SENIOR LIBRARY ASSISTANT | OSTERBUR, ANDREA L | 03/29/2015 |
| CHANGE | HYDE PARK BRANCH | CHILDREN'S LIBRARIAN | LAMPING, MARY E | 03/29/2015 |
| CHANGE | NORWOOD BRANCH | BRANCH MANAGER | BRANDMAIER, MEGAN R | 04/12/2015 |
| CHANGE | DEER PARK BRANCH | CHILDREN'S LIBRARIAN | HOWISON, SARAH K | 04/26/2015 |
| CHANGE | DEER PARK BRANCH | LIBRARY SERVICES ASSISTANT | WALTON, GARY L | 04/26/2015 |
| DEPARTURE | SERVICE OPERATIONS | FLOATER | GEILER, ANNE E | 03/31/2015 |
| DEPARTURE | CIRCULATION SERVICES | LIBRARY SERVICES ASSISTANT | JANSSON, LORI B | 03/31/2015 |
| DEPARTURE | NORTH CENTRAL BRANCH | REFERENCE LIBRARIAN | WATRING, MARY R | 04/04/2015 |
| DEPARTURE | TECHCENTER / MAKERSPACE | SENIOR LIBRARY SERVICES ASST | WELLING-CANN, JARROD | 04/04/2015 |
| DEPARTURE | MARKETING | WEB DEVELOPER | UHLER, SCOTT F | 04/10/2015 |
| DEPARTURE | NORTH CENTRAL BRANCH | STUDENT SHELVER | EDDINE, JAMAL | 04/16/2015 |
| DEPARTURE | GREEN TOWNSHIP BRANCH | LIBRARY SERVICES ASSISTANT | HISSETT, ANDREW J | 04/17/2015 |
| DEPARTURE | HUMAN RESOURCES | HUMAN RESOURCES REP | LENHOF, GARY J | 04/22/2015 |
| DEPARTURE | GREEN TOWNSHIP BRANCH | STUDENT SHELVER | BRUEGGEMEYER, WILLIAM | 04/28/2015 |
| DEPARTURE | FISCAL OFFICE | ONE SOLUTION APPL SPEC | SIEBEL, JENNIFER L | 04/28/2015 |
| DEPARTURE | INFORMATION & REFERENCE DEPT | SHELVER | BARNEY, JADA A | 04/28/2015 |
| DEPARTURE | GREEN TOWNSHIP BRANCH | STUDENT SHELVER | OLDFIELD, EMILY L | 05/04/2015 |
| DEPARTURE | GROESBECK BRANCH | STUDENT SHELVER | MOORE, BRANDY | 05/08/2015 |
| DEPARTURE | MT. WASHINGTON BRANCH | STUDENT SHELVER | RANDOLPH, DELIA | 05/08/2015 |
| DEPARTURE | PLEASANT RIDGE BRANCH | LIBRARY SERVICES ASSISTANT | DIETRICH, DAVID | 05/12/2015 |
| DEPARTURE | LOVELAND BRANCH | HOMEWORK HELP AIDE | GLOSSOP, ERIN M | 05/14/2015 |
| DEPARTURE | WEST END BRANCH | HOMEWORK HELP AIDE | LUMAINE, KEYASHA | 05/14/2015 |

| | | | | |
|-----------|-----------------------|------------------------------|-------------------------|------------|
| DEPARTURE | GROESBECK BRANCH | HOMEWORK HELP AIDE | SCHAICH, GLENN A | 05/14/2015 |
| DEPARTURE | BOND HILL BRANCH | HOMEWORK HELP AIDE | TAYLOR, MADISON | 05/14/2015 |
| DEPARTURE | PLEASANT RIDGE BRANCH | HOMEWORK HELP AIDE | TUBB, SHARON | 05/14/2015 |
| DEPARTURE | AVONDALE BRANCH | HOMEWORK HELP AIDE | ANDERSON, SAUNTA | 05/15/2015 |
| DEPARTURE | ANDERSON BRANCH | STUDENT SHELVER | MORENO, CAROLINE M | 05/21/2015 |
| DEPARTURE | DEER PARK BRANCH | LIBRARY SERVICES ASSISTANT | COIL, JANE A | 04/18/2015 |
| DEPARTURE | PRICE HILL BRANCH | SENIOR LIBRARY SERVICES ASST | MAYFIELD, BARBARA S | 05/04/2015 |
| DEPARTURE | ST BERNARD BRANCH | LIBRARY SERVICES ASSISTANT | GRACE, CONOR A | 05/05/2015 |
| PROMOTION | CLIFTON BRANCH | LIBRARY SERVICES ASSISTANT | DOWNING, JOSHUA | 03/29/2015 |
| PROMOTION | SHARONVILLE BRANCH | LIBRARY SERVICES SPECIALIST | HARMON, TIFFANY R | 03/29/2015 |
| PROMOTION | READING BRANCH | LIBRARY SERVICES ASSISTANT | MCCUTCHEN, CLAIRE E | 03/29/2015 |
| PROMOTION | READING BRANCH | SENIOR LIBRARY ASSISTANT | OAKES, QUENTON | 03/29/2015 |
| PROMOTION | ST BERNARD BRANCH | LIBRARY SERVICES ASSISTANT | RUPP, DAPHNE | 03/29/2015 |
| PROMOTION | NORTH CENTRAL BRANCH | TEEN LIBRARIAN | VEERKAMP, KRISTA | 03/29/2015 |
| PROMOTION | FOREST PARK BRANCH | SENIOR LIBRARY SERVICES ASST | PONFERRADA, ELIZABETH A | 04/12/2015 |
| PROMOTION | NORTH CENTRAL BRANCH | SENIOR LIBRARY SERVICES ASST | SUTTON, JULIA B | 04/12/2015 |
| PROMOTION | SERVICE OPERATIONS | FLOATER | HURST, KATHLEEN MARIE | 04/26/2015 |
| PROMOTION | SHARONVILLE BRANCH | SENIOR LIBRARY SERVICES ASST | WINKLE, AMANDA J | 04/26/2015 |
| REHIRE | CLIFTON BRANCH | LIBRARY SERVICES ASSISTANT | KELLEY, LEANDRA-JULIET | 04/12/2015 |
| REHIRE | POPULAR LIBRARY | SHELVER | HASTINGS, BRYN E | 05/10/2015 |
| REHIRE | MADEIRA BRANCH | LIBRARY SERVICES ASSISTANT | LICHON, IVY S | 05/10/2015 |

- Statistical Report for May 2015.
- Top Ten Circulating Report for May 2015.

Mrs. LaMacchia moved that the Board approve the report as filed. Mr. Hendon seconded.

Voting for the motion: Mr. Moran (pass on investments), Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld ...6 ayes. The motion carried. **(12-2015)**.

ACTION ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Fender reported that:

CLIFTON BRANCH OPENS

On the evening of May 28 the new Clifton Branch opened in Parkview, the renovated home of George Cox. Board President Paul Sittenfeld was the Master of Ceremonies for the ribbon-cutting. Cincinnati Vice-Mayor David Mann, Clifton Town Meeting President Tony Sizemore and Mike Dever, the generous donor of the building, all spoke at the event. Approximately 425 people were in attendance for this event, with 751 total visits occurring over the two-hour period and 391 items checked-out or renewed. Fine forgiveness was offered to anyone who visited the branch on Thursday evening and all-day Friday, and resulted in a total of \$10,713.52 in fines being forgiven. Thanks to everyone who made the evening, and the new building, a success.

ZARING NOMINATED FOR ULC BOARD

Allen Zaring has been nominated for a seat on the Urban Libraries Council (ULC) Board. The Board meets three times a year in Washington, DC with all expenses covered by the ULC. The full slate will be presented for approval to the membership at the ULC Annual Forum on June 26. Our Library is a long-time member of the ULC and we are pleased to once again have a Trustee from our Library serving on this Board. Congratulations and thanks Allen.

ULC ANNUAL FORUM IN SAN JOSE JUNE 24-26

Ms. Fender is planning to attend the Urban Libraries Council's Annual Forum in San Jose June 24-26. The business of the ULC is conducted at this meeting, professional development occurs throughout the event and the top Innovation Initiatives are recognized. Our Library received a Top Innovator Award for our Virtual Information Center in 2012.

WHITE HOUSE CONNECTED INITIATIVE

The ULC, the Institute of Museum and Library Service (IMLS), and the American Library Association (ALA) have joined together on the White House ConnectED Library Challenge, a national initiative aimed at ensuring that every child has a library card. Since this has been on our strategic plan for the past two years, we are very interested in participating in this national initiative. However, public libraries in Ohio, unlike most public libraries in the country, are not always part of the City or County government. This initiative requires a partnership with local officials and school districts. Since we serve 49 jurisdictions and 22 public school districts, we plan to start with one and gradually add others.

STATE BUDGET PROCESS CONTINUES

Our Library receives about two-thirds of its funding from the State through the Public Library Fund (PLF), which is a percent of the taxes making up the General Revenue Fund. Every two years when a new State budget is passed, the PLF percent is re-set. Over the past several years, the PLF has generally decreased and the amount we received from the PLF in 2014 is the same as the amount we received in 1996. It is difficult to estimate how much a percentage of GRF for the PLF might generate because the budget often includes tax changes and the impact of these changes on the GRF is hard to calculate. As introduced by the Governor and passed by the House, the PLF would increase over the next biennium. The Senate is currently hearing testimony on the budget and Pat Losinski, CEO of Columbus Metro Library and Ms. Fender presented testimony before the Senate Finance Higher Education Sub-Committee on May 12. Senator Thomas sits on this sub-committee. Ms. Fender expects to present testimony before the full Senate Finance Committee on June 10. Generally, the budget is completed by June 30. Once the Senate passes the budget it will move to Conference Committee then to both chambers for a vote.

ARTWORKS TEMPORARY ART INSTALLATION AT MAIN

Last fall we participated in CincyInk a program where a love poem to the city of Cincinnati was written by the whole community sharing their words on postcards around the City. This poem is now being placed on buildings and visually displayed in other ways at sites around Cincinnati. We have been asked to display a line from the poem on our windows using vinyl letters. Our portion of the poem reads “And I promise there are still stories to tell and to tell”. The letters will be affixed by the end of June and remain in place until fall. The planned installation on the windows of the 1955 building facing Vine and Eighth streets. There is no cost to the Library to participate.

TRANSFORM CINCINNATI PROPOSAL

Working with Joe Dehner and Noel Julnes-Dehner, founders of Summer Camp Reading, the Library is submitting a proposal to Transform Cincinnati to expand the number of locations offering Summer Camp Reading from ten (seven Library and three community) sites to 20 total sites. In addition, a school-year tutoring program at these 20 sites would be started with each student receiving one hour of tutoring each week. The program is specifically for struggling 2nd and 3rd grade students to prepare them to “read to learn” rather than “learn to read” by the 4th grade. Proposals are due June 15.

READING HISTORICAL SOCIETY HONORS LIBRARY

At its Annual Settlement Day Dinner on May 15, the Reading Historical Society presented the Library with the Community Service Award. In selecting the Library for this honor, the Society noted the Library’s 88 years of service to the City of Reading. Reading Branch Manager Liz Anderson was also the keynote speaker at the event

providing those in attendance with a look into the future as she shared details about the new branch with the audience.

LIBRARY FINALIST IN UPTOWN CONSORTIUM AWARDS

The Library was a finalist in the non-profit category at the Uptown Business Awards Luncheon on May 22. The nomination specifically noted the investment the Library has made in Uptown through the renovation of branch libraries in Corryville and Avondale as well as the new Clifton branch. Ultimately, the award was given to the Center for Closing the Health Gap.

BARBERSHOP BOOKS COMING TO CINCINNATI

A program developed in New York places books in barbershops to encourage young, African-American boys to read. Working with the Avondale Comprehensive Development Corporation, the Haile Foundation, LISC and Strive we will be placing books in barbershops to encourage reading. Our robust Outreach Services Department can accommodate the addition of a few locations as a trial for this new service point.

MARKETING UPDATE

Targeted email messaging continues to be very successful for books and eBooks with recent Readalikes and Book Club messages showing a significant increase in holds in the highlighted titles. We are continuously testing message types and formats to increase our streaming video, magazine, and eAudiobook services. The launch of our eBranch was the first step in better promoting these items and is already being viewed more than our old single downloadables page.

Summer Learning kicked off June 1 and has several marketing elements supporting it. Targeted email messaging will play a key role in reaching our customers with information about items they are interested in. In addition to email, Northlich helped us execute a media buy to include a 2 week run on radio and 4 week run of billboards including a nearly 25% added value in addition to the purchased media. The radio spots began June 2 on the following stations:

- WUBE
- WIZF
- WKRQ
- WKFS
- WREW
- WRRM

Billboards will be displayed June 15 – July 12 and be spread all throughout Hamilton County.

ANDERSON TOWNSHIP LIBRARY ASSOCIATION

The Anderson Township Library Association (ATLA), which supports the Anderson and Mt. Washington branch libraries, will hold its 35th Annual Used Book Sale at Nagel Middle School in Anderson Township June 26-28.

LIBRARY FOUNDATION

The Foundation held its quarterly meeting April 22.

The Foundation received additional contributions for Summer Learning:

- \$10,000 Zaring Family Foundation, in the endowment to pay for books for Summer Camp Reading
- \$3,000 Dollar General Literacy Foundation
- \$1,000 Summertime Kids grant from the Greater Cincinnati Foundation
- \$500 Juvenile Court Advisory Council
- \$3,000 Wing Eyecare
- \$1,500 Walmart
- \$15,000 Newman's Own Foundation
- \$35,000 Duke Energy – an increase of \$10,000
- \$5,000 Kroger gift cards for adult prizes

The Foundation also received a grant of \$96,000 from the Schott Foundation to fund homework help at Library locations. This grant will cover the entire cost of the program for the 2015-16 school year.

The contribution of \$132,000 was received from the estate of Carol Meyer-Keener and, as directed, will be used for the St. Bernard Branch Library.

CBTS has donated 50 tickets for the Reds game on August 23. The Fundraiser is open to Library staff at \$50.00 per ticket. The Foundation will raise \$2,500 from this event.

The next meeting of the Foundation is scheduled for July 22.

FRIENDS OF THE PUBLIC LIBRARY

The Friends held its Annual and Regular meetings on May 8. At the Annual Meeting the Friends re-elected 6 members of its Board to the term 2015-2018: David Edmundson, Meghan Erbaugh, J. Martin Greenwell, Jessica Shely, Jeffrey P. Waltz, and James R. Witte. The Friends also elected new officers for the same term: President, Michael A. Keslosky, Vice President, James R. Witte, Secretary, David Edmundson and Treasurer Todd S. Neumann. At that meeting the Friends recognized long-time volunteer Jules Freedman whose online sales of books raised more than \$350,000 and also thanked the outgoing officers for their service.

The Friends continue to seek new venues for sales including participating in City Flea this spring. With the retirement of Mr. Freedman the Friends have begun selling books online through Commonwealth Book Co.

The preliminary results from the annual sale at Main indicate gross sales of \$77,500 which is \$5000 over 2014.

The next quarterly meeting of the Friends is scheduled for July 24.

LIBRARY BALLOT RESULTS STATEWIDE

Twelve libraries had issues on the May 5 ballot, all of which passed, one was a new levy, nine were renewals, and two were renewals with additional millage.

UPCOMING PRESENTATIONS

Ohio Library Council's Annual Conference is in Cincinnati October 7-9. A number of staff submitted proposals to present at the conference and the following were selected:

- From Librarian to Community Leader, Kim Fender
- The Walking Desk: Season Two, Kathy Bach and Ben Lathrop
- Leadership Welcome: Recognizing and Encouraging Leaders and Experts to Step Up Whenever, Wherever, and However They are Needed, Marty Beets and Paula Brehm-Heeger
- Tips and Tricks for Leading Staff to Embrace Radical Changes, Marty Beets and Paula Brehm-Heeger
- Bug Off: Bed Bugs and Libraries, Paula Brehm-Heeger (Panelist)
- Digitization, Metadata, and Selecting a CMS: A Case Study, Stephanie Bricking, Katrina Marshall
- Hubs and Spokes: An Update on Ohio's Digitization Hubs, Katrina Marshall (Panelist)
- The Importance of Community and Government Relations at Ohio Libraries, Elaine Fay
- Tips and Tricks for Implementing a Successful Writer-in-Residence Program, Kate Lawrence, Kathy Y Wilson (Writer-In-Residence)
- Technical Services Organization for the 21st Century, Tricia Spaite (Panelist)

Mr. Wright moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld ...6 ayes. The motion carried. (13-2015).

FISCAL OFFICER'S REPORT

Ms. DeFosse reported that:

Public Library Fund Update

The 2015 budget includes a 3% increase in the Public Library Fund. Through May, the Library has received a little over \$15.7 million. This represents a 9% increase from last year and a 3% increase year to date from the 2015 estimates. Although this news is positive, the PLF can fluctuate monthly. The Biennium budget is in process. The Fiscal Office will prepare a comprehensive budget review at June 30, 2015 and report any potential impact to the Library at the August 2015 meeting.

2014 Audit

The Auditor of State has completed the 2014 audit. There were no findings, adjustments, or management letter comments. A copy of the report was sent to each of the Board members on May 27, 2015 and released by the Auditor's office on June 8, 2015. The Fiscal Office is in the process of submitting the Comprehensive Annual Financial Report to the GFOA.

Library Named as a Defendant in Small Claims Case

The Library received a notice regarding a small claims case. The complaint has been filed by the previous tenant at the property on Montana Avenue that the Library sold last year. The Library transferred the deposit to the buyer but the buyer (current owner) did not refund the deposit to the tenant when she moved out of the property. We have requested the Hamilton County Prosecutor represent the Library in this matter.

Theft of Library Property

On May 28, 2015 a camera valued at \$699.00 was taken from Makerspace. On May 29, 2015, an "all in one" device valued at \$669.14 was taken from the Children's area at the Clifton Branch. Library Operations is reviewing their security procedures. With regard to the computer, all like machines will be tethered with locking devices. The Fiscal Officer requests a release of personal liability related to the theft of these items.

Mr. Wright moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld ...6 ayes. The motion carried. **(14-2015)**.

FINANCE & AUDIT COMMITTEE REPORT

Mr. Wright reported:

DEPOSITORY AGREEMENTS

The current depository agreements with Fifth Third Bank, US Bank, PNC Bank, Huntington Bank, and Key Bank expire on July 31, 2015. Staff is requesting authority to seek Depository Agreements for the period August 1, 2015 – July 31, 2020 with the following banks. (Some banks may decline as a result of collateral requirements).

Cincinnati Federal Savings and Loan
Cincinnati Savings and Loan
Fifth Third Bank
First Financial Bank
Huntington Bank
LCNB National Bank
PNC Bank
Park National Bank
US Bank
Warsaw Federal Savings and Loan

The Library is currently satisfied with the commercial banking and credit card services provided by Fifth Third Bank and the investment management services provided by US Bank therefore no changes are recommended at this time.

Mr. Wright moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld ...5 ayes. The motion carried. **(15-2015)**.

HUMAN RESOURCES COMMITTEE REPORT

Mrs. Trauth reported:

EDUCATIONAL LEAVE POLICY REVISION

The Educational leave policy allows full-time staff the opportunity to request an educational leave. The policy has been updated to allow all staff, full-time and part-time, who have worked for the Library for a minimum of one (1) year to be eligible to apply for an education leave. It is recommended that the Board approve the revised policy.

Educational Leave Policy

It is the policy of the Public Library of Cincinnati and Hamilton County to grant a staff member an education leave for an education program deemed beneficial to the Library.

Staff members who have worked for the Library for a minimum of one (1) year are eligible to apply.

CORE GROUP BENEFITS

We finalized the renewal of our group medical and dental benefits with Anthem and Metlife in April. The medical benefits with Anthem increased 4.94% for 2015-2016 and the dental benefit with Metlife increased by 3%.

We held benefit education meetings for all staff in May to communicate rates and new voluntary benefit plans.

NEW OCRC CHARGES

On April 24, 2015, the Library received notification of eight additional discrimination charges filed with The Ohio Civil Rights Commission (OCRC) by Marvin S. Dickman and one additional charge filed on April 28, 2015. Mr. Dickman had previously filed seven charges for the same subject of “denial to hire”. The eight charges name six specific locations, the Madeira Branch, Reading Branch, St. Bernard Branch, Symmes Township Branch and four cases for Main. Robert S Brown, our labor attorney who had been working to resolve the previous cases, has responded to all charges.

ANNUAL STAFF AND RETIREE RECOGNITION PROGRAM

Save the Date... This year’s Annual Staff and Retiree Recognition Program will be held on Sunday, November 15, 2015.

Mrs. Trauth moved that the Board approve the report as filed. Mr. Wright seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld ...6 ayes. The motion carried. **(16-2015)**.

LIBRARY OPERATIONS – FACILITIES COMMITTEE REPORT

Mr. Hendon reported that:

It is the recommendation of the Committee that the Board take the following action:

LEASES

Mt. Healthy

Approve renewing Mt. Healthy’s lease for a three year term with years 1 and 2 remaining at the current monthly lease amount of \$1,795.65; year 3 increasing by 1.5% to \$1,822.58; and an option for years 4 and 5 at \$1,840.81, a 1% increase over year three. The lease can be renewed or cancelled after the initial 36 months with a 90 day notice.

Deer Park

Approve renewing the Deer Park lease with no increase from the current rate for the next three year..

UNUSED READING BRANCH PROPERTY

Approve placing Reading’s unused parcel of land on the market for sale. Mrs. LaMacchia inquired as to the size of the property and if the Friends were interested. Staff indicated that a survey was underway and the parcel is estimated to be approximately an acre. There has been some discussion with the Friends on the property and staff would follow up.

CINCY BIKE SHARE STATION

Approve the Bike Share station at Clifton and authorize the Director to execute a license allowing the station to be placed partially on Library property.

PROJECT UPDATES

Clifton

On May 28, the Clifton branch opened to the public, and a punch list of outstanding construction items is currently being addressed. Motz Consulting Engineers assessed the lighting at Clifton and confirmed that it is insufficient and they are working to correct the problem. The lighting at the new Reading Branch was also assessed and found to be sufficient.

Change Orders

Confirm the following change order:

| | | |
|----------|---------------------|-------------|
| Graybach | Change Order No. 12 | \$15,286.85 |
|----------|---------------------|-------------|

St. Bernard and Reading

Both St. Bernard and Reading projects are scheduled to be completed and opened as reported at the April meeting, with ribbon-cutting ceremonies at 5:30pm on June 22 (St. Bernard) and June 23 (Reading).

Change Orders

Confirm the following change orders:

| | | |
|-------------------------|----------------------|--------------|
| Valley Interior Systems | Change Order No. 004 | \$5,416.51 |
| Weisbrod Masonry | Change Order No. 004 | \$3,488.00 |
| Delta Electrical | Change Order No. 002 | \$20,337.00 |
| Wm. Kramer & Son, Inc. | Change Order No. 001 | (\$2,000.00) |
| Graybach | Change Order No. 009 | \$67,849.84 |

HEMM’S GLASS

Approve identifying Hemm’s Glass as a non-responsible bidder for future Library projects. The Board asked for clarification on non-responsible bidder status. Staff

explained that it provides justification to reject their bids in the future based on their performance on past projects.

In addition, the Board asked for clarification that there was funding available in the project budget for the change orders. Staff confirmed the funding was sufficient. The Board also inquired if there was any liability on the part of the Library with regard to the Bike Share station at Clifton and the staff confirmed there was not.

Information Only:

NORTH BUILDING ELECTRICAL OUTAGE UPDATE

As reported to the Board at the Emergency Board Meeting held April 28, a loss of power to the entire North Building of the Main Library occurred the evening of April 25. The outage was repaired and power restored late April 29.

A follow-up conversation with James Henning, President of Duke Energy's utility operations for Ohio and Kentucky, and a meeting on May 29 with a number of Duke Energy officials was held to discuss the outage. Action items agreed upon at the meeting, included a review of Duke's records to see if moisture had been reported in the vault, regular inspections of the vault, and a review of the Library's request for reimbursement of expenses (\$122,163.24) resulting from the outage.

A claim was submitted to the Library's insurance provider. The Library has a \$100,000 deductible.

PRICE HILL BRANCH BASEMENT FLOORING UPDATE

THP's assessment of Price Hill's basement floor found that the wood flooring system is deteriorating. The space is currently closed to staff and public use.

Mr. Hendon moved that the Board approve the report as filed. Mr. Moran seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld ...6 ayes. The motion carried. (17-2015).

LIBRARY OPERATIONS – SERVICES COMMITTEE REPORT

Mr. Moran introduced Heeger-Brehm, Manager of the Groesbeck Branch.

Mr. Heeger-Brehm reported:

GROESBECK BRANCH ENJOYS HIGH USE BY MANY MEASUREMENTS

The Groesbeck Branch is unusual in that it combines high circulation along with high levels of both visits and computer use. While the branch's circulation is consistently ranked third among branches, it has also had the highest number of visits and computer

use of all branches for the past four years. This heavy use is the result of a library-loving community, friendly and hard-working staff, and effective planning and design of the facility. The branch is well-placed along accessible and high-traffic routes by car, bus, and for customers who walk to the branch. The meeting room is popular for community events, and nearly 1,000 customers use the drive-up service window each month. The branch serves a richly diverse customer base, in terms of age, economic status, race, and ethnicity. It is not unusual for 75-100 attendees to attend the branch's storytimes, while at the same time consistently having the highest large print circulation among branches. During the past year, Groesbeck has hosted regular ESL classes for a growing Latino community and provides space for a large Nepalese community group tutoring their children. Summer is the busiest time of the year, with last July setting an all-time record for the branch and the Library as a whole for the most visitors to a branch, 30,208 in a single month. Summer Learning and Brain Camp both receive strong participation, as do summer lunches. These activities are made possible through the support of a large team of community volunteers, whose help makes the success of these services possible.

The Board remarked that other branches should model the efforts of Mr. Heeger-Brehm and the Groesbeck staff to better serve their customers.

Mr. Moran reported:

POSSIBLE PARTNERSHIP WITH CINCINNATI SYMPHONY ORCHESTRA

The Cincinnati Symphony Orchestra has approached the Library about housing their music library and staff during the renovation of Music Hall. While many details are still being explored, using empty compact shelving located in the old Library for the Blind space on B-stack North appears to be a viable option. There is also space adjacent to those shelves where the Orchestra staff could be housed.

MAIN LIBRARY SECURITY SYSTEM UPGRADE PLANNED

The Main Library's aging Security system will be replaced to take advantage of the improvements in surveillance over the past twenty years, along with recent cost reductions in the security system options available for the Library. Improvements will include new monitoring and recording equipment in the security room and cameras which provide higher quality video output.

RFID FUNCTIONALITY GOES LIVE

The conversion of the Library's circulating materials to RFID that began on March 1 continues to progress on schedule. As of Friday, May 22, twenty four branches are complete, including the 3 new locations, representing over 650,000 items tagged. Tagging has also started in the Outreach Services department. The new Clifton Branch opened with RFID functionality on May 28. Both the new St. Bernard and Reading Branches will offer this functionality when they open and the 28 locations that are RFID-ready will begin using RFID on June 24. All branch locations are scheduled to be RFID

ready by October 15th. The Main Library's floor collection and Outreach services are scheduled to be complete by the end of 2015.

STATE-WIDE DIGITIZATION EFFORTS

The State Library has recently awarded an LSTA grant to develop a plan for Ohio's participation in the Digital Public Library of America (DPLA), the national digital library. Under this planning grant a variety of organizations will develop a tactical strategy for implementation of an Ohio DPLA service hub. Our Library will have a representative on the steering committee for this grant. The State Library is also coordinating the submission of an NEH Common Heritage Grant application. This grant is intended to support day-long events, organized by community cultural institutions, in which members of the public will be invited to share materials important to their family or community histories. If the grant is received, the Library will plan an event in coordination with the three other Ohio public libraries awarded funds in 2013 as part of the Digitization Hubs LSTA grant.

ADDITIONAL BRAIN CAMPS

The Library Foundation was able to secure additional funds to expand week-long Brain Camps to four additional branch locations, bringing the total number of branches offering Brain Camps to 24. The additional locations are Blue Ash, Corryville, Monfort Heights, and North Central.

Mr. Edwards reported that:

Programs and Exhibits of Note:

MY DADDY READS

Award-winning mother-daughter team of Annie Ruth, illustrator and author of over fifteen books for both children and adults, and Teniah, author of My Daddy Reads, will visit ten Library branches this summer as they discuss their collaboration on the picture book and literacy outreach of My Daddy Reads. The My Daddy Reads mascot, (D-R), will also be on hand. Thanks to generous support from the Eye of the Artists Foundation and a project grant from ArtsWave, early childhood educators in attendance will receive a My Daddy Reads Impact DVD and Arts Education curriculum packets while supplies last.

THE CHILDREN'S THEATRE STORYTIMES

The Library will partner with The Children's Theatre again this summer to bring featured characters from current shows to selected branches during storytimes. A random drawing at each storytime will be held and a voucher for tickets to an upcoming performance will be awarded to a child in attendance.

MUSEUM WITHOUT WALLS

The Library is partnering with Cincinnati Museum Center to display signature artifacts from the Museum's collection during the renovation of Union Terminal. The Library will work with the Museum Center to identify and select appropriate locations for the items, which will be on display from summer or fall of 2016 through 2018. We will also collaborate on related programming and activities for visitors.

KWORKS XVI

Cincinnati Book Arts Society (CBAS) will hold its 16th annual exhibit of handmade books in the Atrium of the Main Library from June 10 to September 6. There will be artist walk-throughs and book making demonstrations on Sunday, June 28, July 26, and Sunday, August 23 at 2:00 p.m.

Mr. Moran moved that the Board approve the report as filed. Mrs. LaMacchia seconded.

Voting for the motion: Mr. Moran, Mr. Hendon, Mrs. Trauth, Mrs. LaMacchia, Mr. Wright and Mr. Sittenfeld ...6 ayes. The motion carried. **(18-2015)**.

The Regular Meeting was then adjourned.

President

Attest: Secretary